**Date:** **November 1, 2016**

**Ref.:** **RFQ/17/009**

**Subject: PRICING TABLES for RFQ/17/009, for a Basic Ordering Agreement on Graphic Design, Production and Delivery of Printed Materials in Nairobi, Kenya**

The following pricing tables are a supplement to the RFQ/17/009, available online at <http://www.ifes.org/procurement-notices>. Participating contractors must refer to the full RFQ for all applicable terms and conditions.

Participating contractors must provide unit costs for the categories detailed below. **Contractors may respond to some or all of the categories outlined below; however, contractors that provide unit costs for all categories will be at a significant advantage in the selection process.**

**Vendors are also expected to complete the Example Purchase Order included in Attachment A,** using the unit prices provided in the price lists detailed below.

1. **Graphic Design Services**

Potential contractors should identify an hourly rate for graphic design, and the estimated number of hours required for full design and layout of the following types of printed materials (per the specifications listed below). IFES will provide the selected contractor with messaging and concept information for each graphic design request.

|  |  |  |  |
| --- | --- | --- | --- |
| **DOCUMENT TYPE** | **HOURLY RATE** | **ESTIMATED HOURS REQUIRED** | **ESTIMATED SUBTOTAL** |
| **Leaflets** |  |  |  |
| **Posters** |  |  |  |
| **Banners** |  |  |  |
| **Bound documents (cover only)** |  |  |  |
| **Bound documents (per 10 interior pages)** |  |  |  |

1. **Un-bound Printing Services**

Final manuscripts with text and artwork will be provided to the selected contractor(s) by IFES. Graphics must be high-resolution, photo quality. Paper orientation will vary by design.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **MATERIALS / SERVICES** | **SPECIFICATIONS** | **NO. OF COPIES** | **Unit Price –**  **One Side (KES)** | **Unit Price – Double Sided (KES)** |
| **General Printing/**  **Photocopies** | **Color: black & white**  **Paper Type:** uncoated, flat white bond paper, 80 gsm  **Paper size:** A4 | 1-999 |  |  |
| 1,000-9,999 |  |  |
| 10,000+ |  |  |
| **Color: color**  **Paper Type:** uncoated, flat white bond paper, 80 gsm  **Paper size:** A4 | 1-999 |  |  |
| 1,000-9,999 |  |  |
| 10,000+ |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **MATERIALS / SERVICES** | **SPECIFICATIONS** | **NO. OF COPIES (per design)** | **Unit Price (KES)** |
| **Letterhead** | **Color:** 3 spot colors  **Paper Type:** watermarked, laid texture, 100 gsm  **Printing:** single-sided | 1-99 |  |
| 100-999 |  |
| 1,000 + |  |
| **Business Cards** | **Paper Type:** premium ivory cardstock, 300 gsm  **Printing:** double-sided | 1-99 |  |
| 100-999 |  |
| 1,000+ |  |
| **Un-folded Leaflets** | **Color:** full color  **Paper Type:** art paper, 135 gsm  **Paper Size:** A4  **Printing:** single-sided | 1-999 |  |
| 1,000-9,999 |  |
| 10,000+ |  |
| **Tri-fold Leaflets** | **Color:** full color  **Paper Type:** art paper, 135 gsm  **Paper Size:** A4  **Printing:** double-sided | 1-999 |  |
| 1,000-9,999 |  |
| 10,000+ |  |
|  |  |  |  |
| **MATERIALS / SERVICES** | **SPECIFICATIONS** | **NO. OF COPIES (per design)** | **Unit Price (KES)** |
| **Posters** | **Color:** full color  **Paper Type:** art paper, 135 gsm  **Paper Size:** A2  **Printing:** single-sided | 1-999 |  |
| 1,000-9,999 |  |
| 10,000+ |  |
| **Roll-up Banners** | **Color:** full color,  high resolution  **Material Type:** non-tear/non-curl, water proof, satin coated paper with UV-resistant finish, 450 gsm  **Size:** 2m x 1m  **Printing:** single-sided  **Stand:** wide-base, foldable, silver-colored, aluminum stand with supporting rod | 1-9 |  |
| 10-99 |  |
| 100+ |  |

1. **Bound Documents**

Please provide unit price **per document** for each of the categories listed below. Final manuscripts with text and artwork will be provided to the selected contractor(s) by IFES. The selected contractor will be expected to typeset the document. Graphics (on select pages) must be high-resolution, photo quality. Paper orientation will vary by design.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  | **NO. OF DOCUMENTS** | |
| **SPECIFICATIONS**  **Cover:** 250 gsm, glossy stock  **Interior:** 135 gsm, glossy art paper | | **# OF PAGES** | **10-999 documents** | **1,000+ documents** |
| **Size: A4** | **Cover/interior ink: Black & white**  **Binding**: Spiral-bound | **10-99 pages** | *[enter per document unit price in each cell]* |  |
| **100-999 pages** |  |  |
| **Cover/interior ink: Color**  **Binding**: Spiral-bound | **10-99 pages** |  |  |
| **100-999 pages** |  |  |
| **Cover/interior ink: Black & white**  **Binding**: Stapled (Saddle Stitch) | **10-99 pages** |  |  |
| **100+ pages** |  |  |
| **Cover/interior ink: Color**  **Binding**: Stapled (Saddle Stitch) | **10-99 pages** |  |  |
| **100-999 pages** |  |  |
| **Size: A5** | **Cover/interior ink: Black & white**  **Binding**: Spiral-bound | **10-99 pages** |  |  |
| **100-999 pages** |  |  |
| **Cover/interior ink: Color**  **Binding**: Spiral-bound | **10-99 pages** |  |  |
| **100-999 pages** |  |  |
| **Cover/interior ink: Black & white**  **Binding**: Stapled (Saddle Stitch) | **10-99 pages** |  |  |
| **100+ pages** |  |  |
| **Cover/interior ink: Color**  **Binding**: Stapled (Saddle Stitch) | **10-99 pages** |  |  |
| **100-999 pages** |  |  |
| **Size: B5** | **Cover/interior ink: Black & white**  **Binding**: Spiral-bound | **10-99 pages** |  |  |
| **100-999 pages** |  |  |
| **Cover/interior ink: Color**  **Binding**: Spiral-bound | **10-99 pages** |  |  |
| **100-999 pages** |  |  |
| **Cover/interior ink: Black & white**  **Binding**: Stapled (Saddle Stitch) | **10-99 pages** |  |  |
| **100+ pages** |  |  |
| **Cover/interior ink: Color**  **Binding**: Stapled (Saddle Stitch) | **10-99 pages** |  |  |
| **100-999 pages** |  |  |

1. **Delivery Costs & Timelines**

Vendors must provide comprehensive production/delivery costs and timelines—**in calendar days**—using the table below. The timeline should begin from IFES approval of proof and end with arrival of the finished product at the final destination. Timelines are not inclusive of graphic design. IFES will provide the selected contractor(s) with specific delivery locations in each task order.

|  |  |  |  |
| --- | --- | --- | --- |
| **MATERIALS / SERVICES** | **NO. OF COPIES** | **Delivery Cost** | **Total Calendar Days**  **(from proof approval to final delivery)** |
| **Unbound Documents (except banners)** | **10-999** |  |  |
| **1,000+** |  |  |
| **Roll-up Banners** | **1-99** |  |  |
| **100+** |  |  |
| **Bound Documents** | **1-999** |  |  |
| **1,000+** |  |  |

**Attachment A: Example Task Order**

**Participating contractors must complete the following sample task order using the applicable unit prices from their completed pricing tables (as per the categories detailed in Description of Goods/Services).** Please note that this example task order is for illustrative purposes only and does not represent an actual, upcoming purchase.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Item/Service** | **Qty.** | **Units** | **Unit Cost (KES)** | **Subtotal (KES)** | **Delivery Time**  **(in Calendar Days)** | |
| 1. **Graphic Design** | | | | | | | |
|  | ***Voter Education Poster***   * Full graphic design of one poster based on concepts and messaging provided by IFES | [To be estimated by contractor] | Hours |  |  |  | |
| 1. **Unbound Documents** | | | | | | | |
|  | ***Un-folded Leaflets***   * **Color:** full color * **Paper Type:** art paper, 135 gsm * **Paper Size:** A4 * **Printing:** single-sided | 8,000 | Leaflets |  |  |  | |
|  | ***Roll-Up Banners***  **Color:** full color,  high resolution  **Material Type:** non-tear/non-curl, water- proof, satin coated paper with UV-resistant finish, 450 gsm  **Size:** 2m x 1m  **Printing:** single-sided  **Stand:** wide-base, foldable, silver- colored, aluminum stand with supporting rod | 100 | Banners |  |  |  | |
| 1. **Bound Documents**  * **Cover:** 250 gsm, glossy stock * **Interior:** 135 gsm, glossy art paper | | | | | | | |
|  | ***Training Manuals***   * **Size:** A4 * **Cover/interior ink:** Color * **Binding:** Spiral-Bound * **# of Pages:** 80 | 1,100 | Booklets |  |  |  | |
|  | ***Voter Education Booklets***   * **Size:** B5 * **Cover/interior ink:** Color * **Binding:** Staple/Saddle-Stitch * **# of Pages:** 12 |  |  |  |  |  | |
| **Subtotal** | | | | |  | |
| **Delivery Cost (if applicable)** | | | | |  | |
| **16% VAT** | | | | |  | |
| **Total** | | | | |  | |

**End of Pricing Tables**